

COMMUNICATIONS
OPC Regulation

25X1

Page 12
1 June 1950

25 YEAR RE-REVIEW

25X1

f. Evidence of Coordination - The symbol (See OPC General Regulation) of the coordinating units will be typed across the bottom of the last page in the space provided for coordinating officers. If a staff officer is authorized to initial for another, he will write the initials of the authorized officer above the symbol of the coordinating unit and his own initials in parenthesis below the symbol of the coordinating unit.

g. Avoidance of Delays - Every effort should be made to clear cable traffic during normal working hours to prevent large numbers of cables from reaching the Signal Center at and after 1700. To avoid delays in coordinating cables, the following procedure will be followed:

(1) The originating officer is responsible for insuring that the message is hand-carried by someone in his office to the office of the first coordinator.

(2) Each coordinator will insure that the message is hand-processed to the next point of action.

(3) If the coordinating officer cannot take immediate action, the secretary will place the message in the center of the desk (NOT in the "In" box) so that it will receive his first attention.

(4) When a coordinating officer is absent for several hours, the message will be hand-carried to the next coordinating officer and returned later for action.

S-E-C-R-E-T

COMMUNICATIONS
OPC Regulation

25X1

Page 15
1 June 1950

- 2307 - INTERNAL HEADING: The addressee and addressor indicators are typed in capital letters as shown in sample.
- 2308 - TEXT: Special indicators, references and the text will be typed in capital letters and double spaced as shown. If the text contains more than one paragraph, arabic numerals will be used for paragraphs and letters for sub-paragraphs. Single paragraph cables will not be numbered.
- 2309 - COORDINATION SYMBOLS: The symbols of the coordinating Offices, Staffs or Divisions will be typed in the appropriate space.
- 2310 - MISCELLANEOUS: When referencing other cables the cable reference number is used followed by the "IN" or "OUT" number in parenthesis, e.g., RE WASH 4162 (OUT 5289). The "IN" or "OUT" number is included for local referencing purposes and is not transmitted to the Field. On multiple page cables each page is numbered in the upper right corner and the entire heading above the double line, but not the internal heading, is repeated on each page with the coordinating symbols typed only on the last page.
- 2400 - ADDITIONAL ADDRESSEES: If it is necessary to send a cable to additional addressees after it has already been transmitted, one of the following procedures will be used:
- A. Rewrite the cable and, if necessary, advise the new addressee of previous transmissions. Also, if necessary, advise the previous addressee of the new transmission.
 - B. Advise the Signal Center on a regular cable form to transmit the cable in question to the new address. When this procedure is used there will be no changes made in the text of the original cable.
- Both procedures require the signature of an authorized Releasing Officer.
- 2500 - DELIVERY OF CABLES TO SIGNAL CENTER: After proper release has been effected, cables will be delivered without delay to the Signal Center for transmission. This delivery should be made continually throughout the day to prevent large numbers of outgoing cables from reaching the Signal Center at 1700, thus delaying the transmissions. Only the outgoing cable and routing sheet should be sent to the Signal Center. All supporting documents, cables, etc., will have first been removed and returned to the appropriate Office, Staff or Division.

OPC Internal Procedure

Cables which have been properly coordinated and released will be delivered to the OPC Cable Section who will detach the pink tissue copy and deliver the original message to the Signal Center.

S-E-C-R-E-T

COMMUNICATIONS
OPC Regulation

25X1

Page 16
1 June 1956

SECTION III

RESPONSIBILITY OF THE SIGNAL CENTER

3000 - BASIC RESPONSIBILITY:

- 3001 - OUTGOING CABLES: The Signal Center's responsibility is assumed when an outgoing cable is received in the Signal Center in proper form and properly released. The responsibility consists of the secure and expeditious encryption and transmission of the cable to the addressee and the furnishing of confirmation copies of the cable to the appropriate Offices after it has been transmitted.
- 3002 - INCOMING CABLES: In the case of incoming cables the responsibility begins with the acceptance of the cable from the transmission office and consists of the expeditious decryption and delivery of the message to the addressees.
- 3003 - MAINTAINING CABLE FILES: The Signal Center will maintain file copies of all outgoing and incoming cables.

3100 - RELAYING CABLES: Requests for relaying cables from one Field station to another will be checked by the Signal Center against previously established authorizations.

- 3101 - "URGENT" RELAYS: Cables bearing an URGENT precedence will be automatically relayed regardless of origin, destination, or letter component designations. Simultaneously, notification will be given to the officers responsible for the addressee and addressor stations.
- 3102 - "PRIORITY" RELAYS: Cables bearing a PRIORITY precedence will not be automatically relayed unless permitted by established authorizations. If not permitted, such cables will be immediately referred to the officer responsible for the addressee station who will come to the Signal Center and take the necessary action to either approve or disapprove the relay.
- 3103 - "ROUTINE" RELAYS: Cables bearing a ROUTINE precedence will not be automatically relayed unless so permitted by established authorizations. If not permitted, such cables will be referred to the officer responsible for the addressee station who will come to the Signal Center and take the necessary action to either approve or disapprove the relay. If the cable is received in the Signal Center after regular working hours it will be held until 0830 the next morning.

S-E-C-R-E-T

COMMUNICATIONS
OPC Regulation

25X1

Page 17
1 June 1950

3200 - OUTAGES: When regular transmission channels are blocked due to mechanical or atmospheric conditions the Signal Center is responsible for taking the proper action.

3201 - NOTIFICATION TO RELEASING OFFICERS: Signal Center will immediately notify each Releasing Officer during working hours:

- A. Which areas are affected
- B. Expected duration of outage
- C. What precedence traffic can be cleared
- D. Condition of incoming traffic

The Releasing Officers will notify Staffs and Divisions as appropriate.

3202 - NOTIFICATION TO ORIGINATORS: Signal Center will notify originators of backlogged outgoing traffic according to the following schedule:

- (1) Immediately for URGENT cables
- (2) After four hours for PRIORITY cables and ROUTINE cables containing the phrase "Vital" or "Immediate Action". (Exception: originators will not be called between 2200 and 0830).
- (3) At 0830 the following day for other ROUTINE cables. On Saturday, Sunday and holidays the Duty Officer will be notified at 0830. Discretion will be exercised by the Signal Center where it appears that the outage is of a strictly temporary nature. However, notification will be given in every instance where the outage exceeds 24 hours.

OPC Internal Procedure

On OPC traffic the Signal Center will notify the OPC Cable Section of backlogged outgoing traffic.

3203 - DURATION OF DELAY AND ALTERNATE CHANNELS: The Signal Center will ascertain, if possible, the expected duration of the outages and any alternate channels available. Channels which have not been approved by CIA will not be used, except in an emergency, without prior clearance by the ADSO or the ADPC, as appropriate.

S-E-C-R-E-T

S-E-C-R-E-T

COMMUNICATIONS
OPC Regulation

25X1

Page 19
1 June 1950

4002 - DISCUSSING CABLES OVER TELEPHONES: The actual text of subject matter of a cable should not be discussed over the telephone. When it is necessary to refer to a cable over the telephone, the "IN" or "OUT" number will be used to identify the cable. Neither the cable Reference Number nor the addressor or addressee station may be mentioned.

4100 - MAKING COPIES OF CABLES:

4101 - OUTGOING CABLES: The Office originating a cable is permitted to retain only one carbon copy of a cable sent forward for coordination, authentication and release. Drafts and worksheets will be destroyed immediately. If a carbon copy has been retained it will be destroyed when the confirmation copy of the cable is received from the Signal Center.

OPC Internal Procedure

The originating office will prepare, in addition to the original, one pink tissue copy which will be detached by the Cable Section prior to delivery of the original to the Signal Center. The pink tissue copy will be returned to the originator with the confirmation copy for verification.

4102 - INCOMING CABLES: The making of exact copies of incoming cables is strictly forbidden. If additional copies are required, the Office, Staff or Division holding the action copy may request them.

OPC Internal Procedure

If additional copies are required, the matter will be referred to the OPC Cable Section.

4103 - EXTRACTING INFORMATION FROM CABLES: It is permissible to make extracts or condensations of cables for office files or for inclusion in reports circulated within CIA.

4200 - REFERENCING CIA CABLES TO OTHER U. S. GOVERNMENT AGENCIES: If it is necessary to reference a CIA cable to another U. S. Government agency, the referencing will be made by subject matter and date only. The addressee and addressor groups, the cable reference number, or the "IN" and "OUT" numbers will not be used.

S-E-C-R-E-T

COMMUNICATIONS
OPC Regulation

Attachment A

Page 22
1 June 1950

CENTRAL INTELLIGENCE AGENCY

DATE:	1 June 1950	ROUTINE	<input type="checkbox"/>	PRIORITY	<input type="checkbox"/>	URGENT	<input type="checkbox"/>
FROM:	POLICY COORDINATION	(ORIGINATING OFFICER) JOHN DOE		(PHONE EXTENSION) 1234			
25X1 TRANSMIT TO:	<input type="checkbox"/> PRIORITY <input type="checkbox"/> (ROUTINE)	SECRET					
25X1	<input type="checkbox"/> (ROUTINE)						
(CLASSIFICATION)							

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TO: ☐ INFO: ☐ CITE: WASHGRE: ☐ (IN 12345)

BGCHAFF

1. IMPERATIVE YOU CONTACT RICHARD T. SMITH IMMEDIATELY.

ADVISE HIM AS FOLLOWS:

A. AMOUNT MONEY AVAILABLE.

B. COVER STORY.

2. INSTRUCT YOUR STAFF ACCORDINGLY.

EAD

WE 3

C II

CWE

RELEASING OFFICER

COORDINATING OFFICERS

AUTHENTICATING OFFICER

SECRET

CLASSIFICATION

25X1

COMMUNICATIONS
OPC Regulation

Attachment B

Page 23
1 June 1950

CENTRAL INTELLIGENCE AGENCY

25X1

DATE: 1 June 1950	ROUTINE <input checked="" type="checkbox"/>	PRIORITY <input type="checkbox"/>	URGENT <input type="checkbox"/>
FROM: OSO/OPC	(ORIGINATING OFFICER) JOHN DOE		(PHONE EXT.) 1234
TRANSMIT TO: <input type="text"/>		SECRET	
		(CLASSIFICATION)	

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

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TO CITE: WASHJ
RE (IN 12345)
EGRESS

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REPORT IMMEDIATELY INDICATORS STRENGTHENING
ALLIANCES, ALSO TRANSFERS OF ARMS, TROOPS, PLANES, AND HEAVY
EQUIPMENT. CABLE SUMMARY. POUCH DETAILS.

<u>OSO</u>	<u>OSO</u>	<u>OPC</u>
<u>OSO</u>	<u>FDW</u>	<u>CI</u>
<u>OPC</u>	<u>FDS</u>	<u>WE 2</u>
RELEASING OFFICER	COORDINATING OFFICERS	AUTHENTICATING OFFICER
		<u>CWE/OPC</u>

SECRET
CLASSIFICATION

COMMUNICATIONS
OPC Regulation

Page 24
1 June 1950

Attachment C

OPC Form No. 900 25X1
Revised 3 Mar 50

Coordination and Releasing Sheet

(For use with drafts of cables to be sent outside normal CIA channels)

ENCLOSURE: Proposed draft of, or suggestion for, Cable to

_____ to be transmitted by

_____ (destination)

_____ (Department)

REFERENCE: _____

1. Originator: _____

2. Coordinated by: _____

3. Released by: _____

4. Remarks: _____

This sheet must be attached to OPC file copy and remain in OPC Cable file.

S-E-C-R-E-T

25X1

COMMUNICATIONS
CSO REGULATION



1 November 1950

BASIC CABLE PROCEDURE

SECRET

25X1

COMMUNICATIONS

25X1

COMMUNICATIONS
DECLASSIFICATION

1 November 1950

TABLE OF CONTENTS

	PAGE
SECTION I - General Information	1
100 - Purpose	1
1001 - Office Supplements	1
1100 - Definition of a cable	1
1200 - Categories of cables	1
1201 - Intelligence cables	1
1202 - Operational cables	1
1203 - Administrative cables	1
1204 - Technical Communications cables	1
1300 - Types of cables	2
1301 - Single addressee message	2
1302 - Multiple addressee message	2
1303 - Rock messages	2
1400 - Classification of cables	2
1401 - Declassifying cables	2
1500 - Precedence designations	3
1501 - Authorized precedence designations	3
1502 - Assigning precedence	3
1503 - Assigning precedence to multiple addressee messages	3 ^{ed} 5
1600 - Internal message heading	5
1601 - Addressee and addressor indicators	5
1602 - Sensitive or project indicators	5
1603 - Sensitive indicator	6
1604 - Double indicators	6
1700 - Cable numbering	6
1701 - Cable reference numbers	6
1702 - "IN" and "OUT" numbers	7
1800 - Distribution of cables	7
1801 - Confirmation copies	7
1802 - Action copy	7
1803 - Information copies	8
1804 - Dates and times shown in cables	8
1805 - Non-CIA cables	8
SECTION II - Preparation of cables	9
2000 - Authority to originate	9
2100 - Originator's responsibility	9
2101 - Necessity for cable	9
2102 - Contents of cables	9
2103 - Brevity and clarity	9

25X1

SECRET

COMMUNICATIONS
REGULATION 90-3A

1 November 1950

<u>TABLE OF CONTENTS</u>		<u>PAGE</u>
	2104 - References	10
	2105 - Dates	10
	2106 - Abbreviations	10
	2107 - Punctuation	10
	2108 - Use of cryptonyms and pseudonyms	10
	2109 - Classification	10
	2110 - Precedence	11
	2111 - Action required by addressee	11
	2112 - Initialling	11
	2113 - Censorship	11
2200	- Coordination, Authentication, and Release	11
	2201 - Coordination	11
	2202 - Authentication	12
	2203 - Release	12
	2204 - Changing of text	12
2300	- Use of the cable form for outgoing cables	13
	2301 - Date	13
	2302 - Precedence	13
	2303 - Originating Office	13
	2304 - Originator of cable	13
	2305 - Destination	13
	2306 - Classification	13
	2307 - Internal heading	13
	2308 - Text	13
	2309 - Coordination symbols	13
	2310 - Miscellaneous	14
2400	- Additional Addressees	14
2500	- Delivery of cables to Signal Center	14
SECTION III	- Responsibility of the Signal Center	15
3000	- Basic responsibility	15
	3001 - Outgoing cables	15
	3002 - Incoming cables	15
	3003 - Maintaining cable files	15
3100	- Relaying cables	15
	3101 - "URGENT" relays	15
	3102 - "PRIORITY" relays	15
	3103 - "ROUTINE" relays	16

SECRET

COMMUNICATIONS
OSO REGULATION

1 November 1950

TABLE OF CONTENTS

	PAGE
3200 - Outages	16
3201 - Notification to releasing officers	16
3202 - Notification to originators	17
3203 - Duration of delay and alternate channels	17
3300 - Cancellation and suspension of cables	17
3301 - Cancellation	17
3302 - Suspension	17
3400 - Notification of high precedence or "Vital" cables received after working hours	17
3500 - Temporary copies for standby or duty officers	18
SECTION IV- Security Precautions	
4000 - Secure handling of cables within offices	19
4001 - Access to cables	19
4002 - Discussing cables over telephones	19
4100 - Making copies of cables	19
4101 - Outgoing cables	19
4102 - Incoming cables	19
4103 - Extracting information from cables	19
4200 - Referencing CIA cables to other U.S. Government agencies	19
4201 - Showing CIA cables to Non-OSO/ OPC personnel	20
4202 - Passing CIA cables to other U.S. Government	20
	20
4300 - Revealing methods of communications	20
4400 - Destruction of cables	21
4500 - Cryptographic security considerations	21
4600 - Plain text cables	21
4700 - Inquiries regarding existence of cable channels	21

SECRET

COMMUNICATIONS

COMMUNICATIONS

25X1
COMMUNICATIONS
OSO REGULATION

Page 1
1 November 1950

BASIC CABLE PROCEDURE

SECTION I - GENERAL INFORMATION

- 1000 - PURPOSE: - This basic instruction is issued for the guidance of OSO and OPC personnel in the preparation and handling of cables and establishes a standard procedure for Signal Centers. These instructions are approved by the OSO/OPC JOINT COMMUNICATIONS BOARD. Changes in this procedure will not be made by either OSO or OPC except upon the recommendation of that BOARD.
- 1001 - OFFICE SUPPLEMENTS: - The ADSO and the ADPC each will issue supplements to this basic procedure to cover the internal office handling and the originating, coordinating, authenticating, and releasing authority established for cables within OSO and OPC. These supplements will not affect this basic instruction and may be changed by OSO or OPC as required.
- 1100 - DEFINITION OF A CABLE: - A cable is a classified encrypted message to and from overseas points transmitted by electrical means via channels authorized by CIA.
- 1200 - CATEGORIES OF CABLES: - For the purpose of these instructions, cables are divided into four categories.
- 1201 - INTELLIGENCE CABLES: A cable which includes disseminable intelligence is defined as an Intelligence Cable.
- 1202 - OPERATIONAL CABLES: - A cable concerning operations or operational intelligence is defined as an Operational cable.
- 1203 - ADMINISTRATIVE CABLES: - A cable which concerns personnel or administrative matters is defined as an Administrative Cable.
- 1204 - TECHNICAL COMMUNICATIONS CABLES: Technical Communications Cables are those cables which concern the security, engineering, maintenance and operations of Communications facilities and are the primary responsibility of the Communications Division.

25X1
SECRET

25X1
COMMUNICATIONS
AND REGULATION

Page 2
1 November 1950

1300 - TYPES OF CABLES

- 1301 - SINGLE ADDRESSEE MESSAGE: - A cable transmitted to only one station is a single addressee message.
- 1302 - MULTIPLE ADDRESSEE MESSAGE: A cable sent to more than one station for the action and/or information of several addressees, all of whom must know that the others received the cable, is a multiple addressee message. In this type of cable it is necessary to indicate which of the several addressees is the action addressee and which received the cable for information only.
- 1303 - BOOK MESSAGES: - A cable sent to several stations but which does not require any one of the addressees to know which other addressees received the cable, is a book message. Because of the security risks involved, book messages or messages "to all stations" will be held to a minimum. The Communications Division will be consulted regarding the transmission of such cables before they are released.

25X1
1400 - CLASSIFICATION OF CABLES: - The authorized classifications for cables are: RESTRICTED, CONFIDENTIAL, SECRET or TOP SECRET. The classification assigned to a cable should be based on the contents of the message included therein and is not necessarily determined by previous cables which may be referenced. Every effort should be made to assign the correct classification. Only the most highly sensitive material should be classified TOP SECRET. This classification should not be used to excess since the extra administrative work involved causes delay.

1401 - DECLASSIFYING CABLES: - If it is necessary to change the classification of a cable, this may be done with the approval of the originator or the holder of the action copy. It is the responsibility of the approving officer to notify each holder of the cable, as well as the Signal Center and the Field station involved.

SECRET

25X1

COMMUNICATIONS
OSO REGULATION

Page 3
1 November 1950

1500 - PRECEDENCE DESIGNATIONS: - A precedence designation is an external method used to convey to Communications personnel.

- A. The relative order a cable will be handled within Signal Centers with respect to other cables.
- B. The relative order a cable will be transmitted with respect to other cables.
- C. The relative order in which a cable will be delivered to the addressee.

PRECEDENCE DESIGNATIONS ARE NOT TO BE USED TO CONVEY TO THE ADDRESSEE THE URGENCY WITH WHICH ACTION MUST BE TAKEN ON THE CONTENTS OF A CABLE OR THE PRECEDENCE TO BE ASSIGNED A REPLY. SUCH ACTION INSTRUCTIONS SHOULD BE INCLUDED WITHIN THE TEXT OF THE MESSAGE.

1501 - AUTHORIZED PRECEDENCE DESIGNATIONS: Only three precedence designations are authorized for CIA cables. Delivery times established by the following precedences may vary according to the working hours maintained by local transmission companies and the Signal Center of the supporting mission in the Field. Communications Division will inform the appropriate Offices of these factors.

ROUTINE: Applies to all cables which require delivery without delay. This precedence will be assigned to the majority of CIA cables.

PRIORITY: Applies only to cables which require added speed in handling and delivery to the addressee regardless of time of day. This precedence will be used only for cables of such importance that any time saved in the delivery of the cable to the addressee is vital to the success of CIA operations. Releasing officers will initial the assignment of priority on each cable.

25X1

COMMUNICATIONS

SECRET

25X1

COMMUNICATIONS
CCO REGULATION

Page 4
1 November 1950

URGENT: Highest precedence authorized. This precedence is reserved only for cables vital to the security of the Nation, to the security of CIA operations, or to the personal security of personnel. A cable carrying an URGENT precedence stops all other cables in process or in transit and is delivered immediately to the addressee. Its use except under extreme emergency conditions may sacrifice the cover security of the addressee. It will not be used except on the personal authority of the ADSO, ADPC or FIELD STATION CHIEF, or those designated in writing by those officers.

1502 - ASSIGNING PRECEDENCE: - Improper assignment of precedence must be avoided in order to assure security and efficiency in the handling of traffic. Misuse of PRIORITY and URGENT precedences results in grave security hazards by drawing attention to the area concerned and by necessitating unusual after-hours activity on the part of CIA field personnel and, in some cases, officials of the cover activity concerned. Overuse of the higher precedence also retards the flow of traffic both in Signal Centers and external transmission units causing delays in all traffic. In assigning precedence, consideration must be given to importance of subject matter, time zone separation between field and headquarters, normal transmission time for cables between the two points, and normal working hours at field and headquarters. If the subject matter requires immediate action by the addressee, place the word "VITAL" or "IMMEDIATE ACTION" at the beginning of the body of the message and assign a ROUTINE precedence. Do not increase the precedence of the cable merely because of the importance of the subject matter.

25X1

SECRET

SECRET

COMMUNICATIONS

REGULATION NO. [REDACTED]

Page 5

25 January 1951

REVISION: Page 5, dated 1 November 1950, OSO Regulation

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1400 - ASSIGNING PRECEDENCE TO MULTIPLE ADDRESSEE MESSAGES: - On high precedence multiple addressee messages, the "information" addressee should normally be assigned a lower precedence than that required for the "action" addressee. The originator should indicate, in the appropriate box on the cable form, the precedence to be assigned the action addressee and in the "TRANSMIT TO" space on the cable form the precedence to be assigned all addressees by typing the precedences in parenthesis after the name of the city.

1400 - INTERNAL MESSAGE HEADING: - All cables have a message heading that precedes the body of the message and contains the internal address; "TO" followed by an addressee indicator, and "CITE," followed by an addressor indicator.

1601 - ADDRESSEE AND ADDRESSOR INDICATORS: - The addressee and addressor indicators of a cable normally will be five letter groups composed of the first four letters of the name of the city in which the station is located, with the fifth letter designating the component of the command. These fifth letter component designations are: (cf, para 2, OSO [REDACTED])

1602 - SENSITIVE or PROJECT INDICATORS: - Special indicators assigned at Headquarters are used for especially sensitive operations or material. Such indicators are placed at the beginning of the body of the message. Limited distribution will automatically be given to cables bearing these indicators and plan names when approved by

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SECRET

COMMUNICATIONS
OSO REGULATION

Page 6
1 November 1950

ADSO or ADPC, as appropriate, and registered with the Signal Center.

Example:

Cables concerning cryptographic security matters use the component "C" but also carry the special indicator "CRYPTO" at the beginning of the body of the message. All cables bearing this indicator are automatically given limited distribution both in the Field and at Headquarters only to the Communicator and/or such personnel as may be charged with pertinent cryptographic or crypto security duties. The ADSO and Chief of Station have access to the information contained in these cables but do not receive regular distribution.

1603

1604 - DOUBLE INDICATORS: - If more than one indicator is used in a cable, the most limited distribution called for by the combination of indicators will be made.

1700 - CABLE NUMBERING: - Cables are identified by two series of numbers, the cable reference number and the "IN" and "OUT" numbers.

1701 - CABLE REFERENCE NUMBERS: - Each Signal Center assigns an internal station "cable reference number" to all cables transmitted to identify the cable to the addressee. This number is used in conjunction with the four letter group identifying the station and is the number to be referred to when replying to or referencing a cable, e.g. "WASH 4532". The cable reference number is CLASSIFIED and will not be given over the telephone or disclosed outside OSO or OFC.

SECRET

COMMUNICATIONS
OSO REGULATION

Page 7
7 December 1950

PRECISION: Page 7, dated 1 November 1950, OSO Regulation No.

1702 - "IN" AND "OUT" NUMBERS: - All incoming cables are assigned an "IN" number by the Signal Center from a consecutive series regardless of the addressors. In the same manner all outgoing cables are assigned an "OUT" number by the Signal Center regardless of the addressees. These numbers are for Headquarters accounting and referencing purposes and appear on all copies of cables distributed. In telephone conversations these numbers only should be used to identify cables. "IN" and "OUT" numbers should not be used as references in dispatches to the Field.

1800 - DISTRIBUTION OF CABLES: - Cables are distributed locally in accordance with special OSO and OPC instructions to the Signal Center. The complete distribution afforded each cable is shown on the cable form and each copy is numbered. To cover each cable distribution, the Signal Center will prepare copies of cable receipt forms as appropriate. The office receiving a cable will receipt to the Signal Center for the cable. The responsibility and accountability of the Signal Center for distribution copies of cables will end upon their delivery to the offices addressed and the return to the Signal Center of the executed accompanying receipt.

1801 - CONFIRMATION COPIES: - After an outgoing cable has been transmitted by the Signal Center, copies of the cable confirming the text and transmission are distributed. Such "Confirmation" copies carry the cable reference number assigned to the cable as well as the "OUT" number.

1802 - ACTION COPY: - Each incoming cable is distributed to one "Action" addressee which is the Office, Staff, or Division responsible for taking action on the contents of the cable. If the recipient of the "Action" copy determines that the action has been improperly assigned, it is his responsibility to have the action transferred to the appropriate Office, Staff, or Division. This will be accomplished by requesting the Signal Center to make redistribution of the Action Copy or by verifying to the Signal Center that the responsibility for taking action has been transferred.

S E C R E T

COMMUNICATIONS
REGULATION

Page 8
1 November 1950

1803 - INFORMATION COPIES: - Generally, in addition to the Action Copy of Incoming Cables, "Information" copies are distributed. Such "Information Copies" are for the information of the Office, Staff or Division receiving them on a "need to know" basis.
(cf, para 3, OSO)

1804 - DATES AND TIMES SHOWN IN CABLES: - All times shown on Cable Forms are expressed in "Z" Time. (Greenwich Meridian Time)

A. OUTGOING CABLES

The date appearing at the top of the Form of Confirmation copies is the date the cable was received in the Signal Center. The time and date following "TOD" at the lower left corner is the actual time the message was transmitted by the Signal Center.

B. INCOMING CABLES

The date appearing at the top of the Form is the date the cable was transmitted by the Field. The time and date following "TOR" at the lower left corner of the cable is the actual time the message was received in the Signal Center.

1805 - NON-CIA CABLES: - Cables received by the Signal Center from other U. S. Government agencies are logged by the Signal Center and routed to the interested offices, Staffs, and Divisions under two types of routing sheets.

Type A - White Routing and Record sheet bearing notation "Retain or Destroy".

Type B - White Routing and Record Sheet with a shaded diagonal bar across the face of the sheet bearing notation "Return to Signal Center".
(cf, para 3, OSO)

SECRET

25X1

COMMUNICATIONS
O&O REGULATION

Page 9
1 November 1950

SECTION II - PREPARATION OF CABLES

- 2000 - AUTHORITY TO ORIGINATE:** - Cables may be originated by any Office, Staff or Division of CIA whose functions require information from Field stations or whose responsibilities include instructions to Field stations. Replies to incoming cables will normally be originated by the Office, Staff, or Division to whom the Action copy of the incoming cable is distributed.
- 2100 - ORIGINATOR'S RESPONSIBILITY:** - The originator of a cable has certain responsibilities which he must consider in drafting the cable.
- 2101 - NECESSITY FOR CABLE:** - Before drafting a cable the originator should consider the actual necessity for using cable communications. Is the subject matter such that it must reach the addressee by cable? Could the information be forwarded by pouch channels and still reach the addressee in time for proper action?
- 2102 - CONTENTS OF CABLES:** - Cables will contain only U. S. Government business and will be used only when operationally necessary, Cable communications will not, as a rule, be used for the transmission of routine operational and administrative messages. Unless special reasons exist to the contrary, all such routine operational and administrative messages will be transmitted by pouch. Normally only related subjects will be covered in one cable.
- 2103 - BREVITY AND CLARITY:** - The text of a cable should be clear, accurate and brief. The originator should word the cable so that it expresses unmistakably the thought he wishes to convey in as few words as possible. After the cable is drafted it should be edited and all unnecessary words, expressions, prepositions, punctuation, etc., deleted. If necessary the cable should be reworded to make it shorter and clearer. Cables are not edited by the Signal Center but are transmitted verbatim.

SECRET

25X1

COMMUNICATIONS
OSO REGULATION

Page 10
1 November 1950

- 2104 - REFERENCES: - References to another cable will always be made by citing the cable reference number. When references are used within a cable, the originator will ascertain whether they are available to all addressees. If it is necessary to include addressees who do not hold a cited reference and it is not necessary that they have the reference, the originator will add after the reference in question a phrase such as "Not sent to Lond" immediately after the cited reference. If the cited reference must be transmitted to the additional addressee, refer to para. 2400.
- 2105 - DATES: - When it is necessary to include a date within the text the originator will use the complete date, e.g. 20 February 52. This date" or similar phrases will not be used. This is especially important for legal and fiscal purposes, such as dates of arrival and departure, as well as for clarity in activations, schedules, etc.
- 2106 - ABBREVIATIONS: - Authorized abbreviations are desirable and care must be exercised to insure that no uncertainty will arise as a result of their use, e.g. abbreviate United States as U. S. not US.
- 2107 - PUNCTUATION: - Only standard punctuation marks will be used and they will be kept to a minimum consistent with clarity. The Signal Center will transmit all punctuation.
- 2108 - USE OF CRYPTONYMS AND PSEUDONYMS: - Authorized cryptonyms and pseudonyms will be used whenever necessary to maintain security. The originator should make certain that the addressee knows the true identities.
- 2109 - CLASSIFICATION: - The originator should exercise care in assigning the proper classification to the cable and should base the classification on the subject matter contained in the text.

SECRET

25X1

COMMUNICATIONS
OSO REGULATION

Page 11
1 November 1950

- 2110 - PRECEDENCE: - The proper precedence should be assigned taking into consideration the stringent rules on the use of the higher precedence designations.
- 2111 - ACTION REQUIRED BY ADDRESSEE: - The originator should indicate if immediate action is required by the addressee by placing the words "immediate action" at the beginning of the text. Such a statement is separate from the external precedence designation as it designates action to be taken after delivery to the addressee.
- 2112 - INITIALING: - The originator should insure that the proper Offices, Staffs, and Divisions are listed for coordination, authentication and release and shall sign his initials after his name.
- 2113 - CENSORSHIP: - Before the cable is routed for coordination, authentication, and release the originator should personally censor the text carefully to determine that it does not contain any breach of security which might be caused by an error and that it does not contain any words or expressions which might reflect on the originating command.
- 2200 - COORDINATION, AUTHENTICATION, AND RELEASE: - All cables will be properly coordinated, authenticated and released consistent with existing Office regulations and operational requirements.
- 2201 - COORDINATION: - Generally, cables will be coordinated with all Offices, Staffs, or Divisions concerned with the subject matter on the particular cable. Evidence of coordination will be shown on the last page of the cable form by the typed symbols of the Staffs or Divisions and the signed initials of the coordinating officers.
(cf., Para 4a, OSO)

25X1

SECRET

COMMUNICATIONS
AND REGULATION

Page 12
1 November 1950

- 2202 - AUTHENTICATION: - Cables will be authenticated according to instructions issued by OSO and OPC. Evidence of authentication will be shown by the appropriate officer signing in the lower right corner of the last page of the cable. (cf., para 3b, OSO [redacted])
- 2203 - RELEASE: - All cables will be signed by an authorized releasing officer who thereby accepts full responsibility for the contents of the cable. Joint cables must be released by both an OPC and an OSO Releasing Officer. Releasing Officers shall, in each case, determine that the cable has been properly coordinated and authenticated, is consistent with approved policies, contains no security breaches, contains only Government business and does not include words or expressions which would reflect on the originating command. Evidence of release will be shown by the Releasing Officer signing his registered signature in ink on the lower left corner of the last page of the cable. Initials will not suffice. Signal Center will not accept outgoing cables which have not been personally signed by an authorized Releasing Officer. The signature of an authorized Releasing Officer is evidence per se that he has accepted the responsibility as stated above, and will constitute the only authority necessary for the Signal Center to accept and transmit outgoing cables if otherwise in proper form. Sample signatures of all personnel authorized to release cables for their respective offices will be registered with the Signal Center. (cf., para 3c, OSO [redacted])
- 2204 - CHANGING OF TEXT: - It is the responsibility of any individual who changes the text of an outgoing cable to initial each change and to inform all officers who have previously signed or initialled the cable, if the sense of the cable has been altered.

SECRET

COMMUNICATIONS
OSO REGULATIONPage 13
1 November 1950

- 2300 - USE OF THE CABLE FORM FOR OUTGOING CABLES: - CIA Form No. 35-7 will be used in preparing cables transmitted by the Signal Center (see sample). The cable will be prepared as follows:
- 2301 - DATE: - The current and complete date the cable is typed will be inserted in appropriate space, e.g. "15 March 1951".
- 2302 - PRECEDENCE: - The precedence will be shown by placing three XXX's in the appropriate box.
- 2303 - ORIGINATING OFFICE: - In the space labeled "FROM" the name of the originating office, e.g., POLICY COORDINATION or SPECIAL OPERATIONS will be shown.
- 2304 - ORIGINATOR OF CABLE: - The full name and telephone extension of the originator will be entered in the appropriate space.
- 2305 - DESTINATION: - In the "TRANSMIT TO" box will be entered the name of the city to which the cable is to be sent. If the cable is multiple addressee the precedences assigned to the information addresses should be given in parenthesis after the name of the cities.
- 2306 - CLASSIFICATION: - The classification will be stamped in the spaces provided at the top and bottom of the form.
- 2307 - INTERNAL HEADING: - The addressee and addressor indicators are typed in capital letters as shown in sample.
- 2308 - TEXT: - Special indicators, references and the text will be typed in capital letters and double spaced as shown. If the text contains more than one paragraph, arabic numerals will be used for paragraphs and letters for sub-paragraphs. Single paragraph cables will not be numbered.
- 2309 - COORDINATION SYMBOLS: - The symbols of the coordinating Offices, Staffs or Divisions will be typed in the appropriate space.

SECRET

COMMUNICATIONS
OSO REGULATION

Page 14
1 November 1950

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2310 - MISCELLANEOUS: - When referencing other cables the cable reference number is used followed by the "IN" or "OUT" number in parenthesis, e.g., RE WASH 4162 (OUT 5289). The "IN" or "OUT" number is included for local referencing purposes and is not transmitted to the Field. On multiple page cables each page is numbered in the upper right corner and the entire heading above the double line, but not the internal heading, is repeated on each page with the coordinating symbols typed only on the last page.

2400 - ADDITIONAL ADDRESSES: - If it is necessary to send a cable to additional addressees after it has already been transmitted, one of the following procedures will be used:

- A. Rewrite the cable and, if necessary, advise the new addressee of previous transmissions. Also, if necessary, advise the previous addressee of the new transmission.
- B. Advise the Signal Center on a regular cable form to transmit the cable in question to the new address. When this procedure is used there will be no changes made in the text of the original cable.

Both procedures require the signature of an authorized Releasing Officer.

2500 - DELIVERY OF CABLES TO SIGNAL CENTER: - After proper release has been effected, cables will be delivered without delay to the Signal Center for transmission. This delivery should be made continually throughout the day to prevent large numbers of outgoing cables from reaching the Signal Center at 1700 hours, thus delaying the transmissions. Only the outgoing cable and routing sheet should be sent to the Signal Center. All supporting documents, cables, etc. will have first been removed and returned to the appropriate Office, Staff or Division.

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SECRET

25X1 COMMUNICATIONS
OSO REGULATION

Page 15
1 November 1950

25X1 SECTION III - RESPONSIBILITY OF THE SIGNAL CENTER
(cf, paras 5-7, OSO)

3000 - BASIC RESPONSIBILITY:

- 3001 - OUTGOING CABLES: - The Signal Center's responsibility is assumed when an outgoing cable is received in the Signal Center in proper form and properly released. The responsibility consists of the secure and expeditious encryption and transmission of the cable to the addressee and the furnishing of confirmation copies of the cable to the appropriate Offices after it has been transmitted.
- 3002 - INCOMING CABLES: - In the case of incoming cables the responsibility begins with the acceptance of the cable from the transmission office and consists of the expeditious decryption and delivery of the message to the addressees.
- 3003 - MAINTAINING CABLE FILES: - The Signal Center will maintain file copies of all outgoing and incoming cables.

25X1 3100 - RELAYING CABLES: - Requests for relaying cables from one Field station to another will be checked by the Signal Center against previously established authorizations.

- 3101 - "URGENT" RELAYS: - Cables bearing an URGENT precedence will be automatically relayed regardless of origin, destination, or letter component designations. Simultaneously, notification will be given to the officers responsible for the addressee and addressor stations.
- 3102 - "PRIORITY" RELAYS: - Cables bearing a PRIORITY precedence will not be automatically relayed unless permitted by established authorizations. If not permitted, such cables will be immediately referred to the officer responsible for the addressee station who will come to the Signal Center and take the necessary action to either approve or disapprove the relay.

SECRET

25X1
COMMUNICATIONS
OSO REGULATION

Page 16
1 November 1950

3103 - "ROUTINE" RELAYS: - Cables bearing a ROUTINE precedence will not be automatically relayed unless so permitted by established authorizations. If not permitted, such cables will be referred to the officer responsible for the addressee station who will come to the Signal Center and take the necessary action to either approve or disapprove the relay. If the cable is received in the Signal Center after regular working hours it will be held until 0830 hours the next morning.

3200 - OUTAGES: - When regular transmission channels are blocked due to mechanical or atmospheric conditions the Signal Center is responsible for taking the proper action.

3201 - NOTIFICATION TO RELEASING OFFICERS: - Signal Center will immediately notify each Releasing Officer during working hours:

- A. Which areas are affected
- B. Expected duration of outage
- C. What precedence traffic can be cleared

D. Condition of incoming traffic
The Releasing Officers will notify Staffs and Divisions as appropriate.

3202 - NOTIFICATION TO ORIGINATORS: - Signal Center will notify originators of backlogged outgoing traffic according the following schedule:

- (1) Immediately for URGENT cables
- (2) After four hours for PRIORITY cables and ROUTINE cables containing the phrase "Vital" or "Immediate Action". (Exception: Originators will not be called between 2200 and 0830).
- (3) At 0830 the following day for other ROUTINE cables. On Saturday, Sunday, and holidays the Duty Officer will be notified at 0830 hours. Discretion will be exercised by the Signal Center where it appears that the outage is of a strictly temporary nature. However, notification will be given in every instance where the outage exceeds 24 hours.

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COMMUNICATIONS
AND REGULATION

Page 17
1 November 1950

3203 - DURATION OF DELAY AND ALTERNATE CHANNELS: -
The Signal Center will ascertain, if possible, the expected duration of the outages and any alternate channels available. Channels which have not been approved by CIA will not be used, except in an emergency, without prior clearance by the ADSO or the ADPC, as appropriate.

3300 - CANCELLATION AND SUSPENSION OF CABLES:

3301 - CANCELLATION: - Cables will not be cancelled without the approval of the Releasing Officer.

3302 - SUSPENSION: - The Signal Center will suspend transmission of a properly released cable pursuant to instructions from originating, coordinating, authenticating or Duty Officers. The Signal Center Watch Officer will notify the Releasing Officer according to the following schedule to confirm the action and to ascertain if the cable should be cancelled.

- A. Immediately for URGENT, PRIORITY or "Immediate Action" or "Vital" ROUTINE cables.
- B. At 0830 the following morning for other ROUTINE cables (this notification will be made to the Duty Officer on non-working days.)

3400 - NOTIFICATION OF HIGH PRECEDENCE OR "VITAL" CABLES RECEIVED AFTER WORKING HOURS: - The Signal Center will automatically notify by telephone the appropriate Office, Staff or Division Stand-by or Duty Officer upon receipt of high precedence cables or cables prefixed by "Vital" or "Immediate Action" if received after normal working hours. The Signal Center will not read or reveal by "double talk" the text of any cable or identify the station involved over the telephone. Evasive means of any kind, for the purpose of ascertaining the contents of a cable or its originating station, are strictly forbidden. After the telephone notification has been made the Stand-by or Duty Officer will be responsible for taking whatever action is necessary.

SECRET

25X1

COMMUNICATIONS
IN CIRCULATION



Page 18
1 November 1950

1950 - TEMPORARY COPIES FOR STAND-BY OR DUTY OFFICERS: -
When necessary, Signal Center Watch Officer will provide a temporary copy of the cable for the Stand-by or Duty Officers who are called in during non-working hours to take action on cables. These temporary copies will be returned to the Signal Center after normal distribution has been made the next working day.

SECRET

25X1

COMMUNICATIONS
REGULATIONPage 19
1 November 1950SECTION IV - SECURITY PRECAUTIONS

- 1001 - SECURE HANDLING OF CABLES WITHIN OFFICES: Cables will be handled within offices according to the CIA regulations governing the handling of classified material.
- 1001 - ACCESS TO CABLES: - Access to cables will be on a "need-to-know" basis.
- 1002 - DISCUSSING CABLES OVER TELEPHONES: - The actual text of subject matter of a cable should not be discussed over the telephone. When it is necessary to refer to a cable over the telephone, the "IN" or "OUT" number will be used to identify the cable. Neither the cable Reference Number nor the addressor or addressee station may be mentioned.
- 1100 - MAKING COPIES OF CABLES:
- 1101 - OUTGOING CABLES: - The Office originating a cable is permitted to retain only one carbon copy of a cable sent forward for coordination, authentication and release. Drafts and worksheet will be destroyed immediately. If a carbon copy has been retained it will be destroyed when the confirmation copy of the cable is received from the Signal Center.
- 1102 - INCOMING CABLES: - The making of exact copies of incoming cables is strictly forbidden. If additional copies are required, the Office, Staff or Division holding the action copy may request them.
- 1103 - EXTRACTING INFORMATION FROM CABLES: - It is permissible to make extracts or condensations of cables for office files or for inclusion in reports circulated within CIA.
- 1200 - REFERENCING CIA CABLES TO OTHER U.S. GOVERNMENT AGENCIES: - If it is necessary to reference a CIA cable to another U.S. Government agency, the referencing will be made by subject matter and date only. The addressee and addressor groups, the cable reference number, or the "IN" and "OUT" numbers will not be used.

SECRET

25X1

COMMUNICATIONS
SECURITY REGULATION

Page 20
1 November 1950

4201 - SHOWING CIA CABLES TO NON-OSO/OPC

PERSONNEL: - Extreme caution should be exercised in showing cables to other than OPC or OSO personnel since cryptonyms, pseudonyms and communications procedures would thereby be revealed.

4202 - PASSING CIA CABLES TO OTHER U. S. GOVERNMENT AGENCIES: - It is strictly forbidden to pass exact copies of CIA cables to other U.S. Government agencies.

- A. If it is necessary for another U. S. Government agency to have information contained in a CIA cable, the information will be extracted from the text and forwarded through approved channels. The addressee and addressor groups, cable reference numbers, etc. will not be included.
- B. If it is necessary for another U. S. Government agency to retain a record copy of a CIA cable, a special sterilized copy will be prepared by the Signal Center.

25X1

4300- REVEALING METHODS OF COMMUNICATIONS: - The transmission channels and methods employed by CIA for cable communications are highly classified and this information must be strictly controlled. It will not be disclosed to unauthorized persons either within or outside CIA, in order to preserve the security of CIA communications. Care must be taken not to reveal the existence of cable communications to any field station, and the names and locations of field stations must not be mentioned over the telephone in connection with cables.

SECRET

25X1 COMMUNICATIONS
25X1 REGULATION

Page 21
7 December 1950

25X1 REGULATION: Page 21, dated 1 November 1950, OSO Regulation No.

4400 - DESTRUCTION OF CABLES: - Each office is responsible for the secure retention and/or destruction of distribution copies of cables received. Offices may destroy copies of cables whenever convenient and in accordance with their own internal office procedures.

25X1 4400 - PLAIN TEXT CABLES: - Plain text CIA cables are strictly forbidden. Cables forwarded via other U. S. Government agencies on behalf of CIA which include identifiable references of CIA, its operations, policy or personnel, will be sent as classified encrypted cables.

4400 - INQUIRIES REGARDING EXISTENCE OF CABLE CHANNELS: - The Communications Division will not reveal the existence of communications channels to persons who have not been authorized to know of their existence.

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